

MERIT REVIEW CHECK LIST

Prerequisites:

- ☐ Eligibility of Principal Investigator (PI)(s) established or waiver requested
- ☐ All sites covered under a current Assurance of Compliance with Common Rule
- ☐ PI and/or Co-PI not on Department of Health and Human Services (DHHS) Office-of Research Integrity sanctions list

Merit Review Package includes, in the following order:

- ☐ For multi-site studies, a separate page that lists all sites in the study
- ☐ VA Form 10-1313-1, Merit Review Application (**PI social security number on original only**)
- ☐ VA Form 10-1313-2, Summary Description of Project
- ☐ Table of Contents
- ☐ VA Form 10-1313-3, Current Funds and First Year Request
- ☐ VA Form 10-1313-4, Estimated Expenses
- ☐ Project Timeline (Gantt Chart)
- ☐ VA Form 10-1313-5/6, Investigator's Biographical Sketch
- ☐ VA Form 10-1313-7, Investigator's Total VA and Non-VA Research Support
- ☐ VA Form 10-1313-8, Investigator's Total VA and Non-VA Research Support
- ☐ If a resubmission, letter from P1 identifying significant changes (no more than 3 pages)
- ☐ Narrative (no more than 25 pages)
- ☐ Research and Development (R&D) Committee Review of Proposal (original signature required)
- ☐ Letters:
 - (1) Transmittal, from VA medical center Director (original signature required)
 - (2) Endorsement, from each participating organizational element or institution (original signature required)
 - (3) Endorsement from each collaborator (original signature required)
 - (4) Endorsement from each consultant (original signature required)
- ☐ Appendices, including data collection instruments (s) OPTIONAL
- ☐ **If the proposal is a resubmission:** include a copy of the notification letter, summary statement, and critiques from previous submissions **after** appendices

Format and numbers of copies:

- ☐ All pages are numbered consecutively
- ☐ One original of all application materials, with required signatures placed in folder
- ☐ 30 copies of entire application (**all social security numbers must be redacted**), including any appendices, copied back-to-back, and securely fastened

Just in Time Documents (to be provided after proposal is approved for funding)

- ☐ VA Form 10-1223, Report of Subcommittee on Human Studies, dated and signed (within one year)
- ☐ IRB approval for all project sites (subject enrollment may not commence at secondary sites until site IRB approval is received in CO)
- ☐ Certification of completion of human subjects protection training (Letter signed by ACOS certifying that PI and Co-PI, if applicable have received human subjects protection training may be submitted in lieu of actual certificate(s) of training)
- ☐ VA Form 10-1086, VA Research Consent Form, if applicable
- ☐ Animal Research Protocol Statement, if applicable
- ☐ Biohazard Statement, if applicable
- ☐ Privacy of Information Statement (original signature required)